

## ADMINISTRATIVE NOTES

### U. S. GOVERNMENT PRINTING OFFICE SUPERINTENDENT OF DOCUMENTS LIBRARY AND STATUTORY DISTRIBUTION SERVICE

Vol. 2, No. 6

April 1981

#### IMPROVED CLAIMS PROCEDURES

Responding to depository librarians who have asked for improvement in the area of claims, a major overhaul is underway. We are now able to extend the claim period to 60 calendar days from the date of the shipping list. To help speed up processing, we are handling claims in two categories: (1) hardcopy; and (2) microfiche.

HARDCOPY (or paperbound) material should be claimed by mailing to the following address:

Superintendent of Documents  
Depository Distribution Division (SLD)  
ATTENTION: Hardcopy Claims  
Washington, D.C. 20401

MICROFICHE should be claimed by mailing to the following address:

Superintendent of Documents  
Library Division (SLL)  
ATTENTION: Microfiche Claims  
Washington, D.C. 20401

Please send hardcopy (or paperbound) and microfiche claims in SEPARATE ENVELOPES. Multiples of the same category can be included in the same envelope. Please DO NOT INCLUDE QUESTIONS OR CORRESPONDENCE needing a reply with a claim. Mail these separately so as not to impede claims processing, and to insure a speedy reply. To further help, currently used claim forms are undergoing extensive revision and will be mailed to depositories in the near future.

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#### LATEST WORD ON CENSUS

The Bureau of the Census informs us that they expect to issue during Fiscal Year 1981 the PRELIMINARY and FINAL POPULATION AND HOUSING UNIT COUNTS, and also begin issuing the NUMBER OF INHABITANTS. We have identified the three largest series and are considering a microfiche distribution of these in light of recent budget concerns. These series are: PC80-1D, DETAILED POPULATION CHARACTERISTICS (40,000 pages, no maps); PHC80-1, BLOCK STATISTICS (46,000 pages, 12,000 maps) and PHC80-1, CENSUS TRACTS (30,000 pages, 800 maps)

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## M-X MISSILE CORRALLED

Documents librarians at Utah State University and the University of Nevada/Reno helped GPO track down elusive M-X missile publications for the Depository Library Program. Thanks to their alertness, we have now cataloged into OCLC the OVERVIEW DRAFT ENVIRONMENTAL STATEMENT AND ENVIRONMENTAL TECHNICAL REPORTS (D 301.92:M 69/draft/chap. 1-5; D 301.92:M 69/draft/ETR (nos. ); D 301.92:M 69/2/v.1-6). These explore alternative locations, socio-economic impacts, various environmental aspects, etc. We will keep you posted on M-X.

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## ITC PUBLICATIONS ALERT

One hundred and four libraries in GPO's Depository Library Program have until quite recently been receiving a separate distribution of hardcopy publications from the United States International Trade Commission. In March, these libraries received a letter from ITC stating that such distribution was being discontinued but that they could obtain microfiche copies through the Depository Library Program. Some of these libraries wrote to us: noting we had only a limited selection of ITC publications in distribution and none in microfiche. LSDS acted at once and met with ITC representatives. The upshot is that we are working to obtain all available ITC publications for the Depository Library Program in microfiche.

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## NEW CHIEF OF LIBRARY DIVISION

Mrs. Kay H. Baily has been selected for the position of Chief, Library Division. Before coming to the Library and Statutory Distribution Service, Mrs. Baily worked with GPO's Documents Sales Service as Chief, Records Branch. In this former capacity, she was responsible for the GPO SALES PUBLICATION REFERENCE FILE (PRF).

After receiving her library degree from the University of Maryland in 1974, Mrs. Baily worked in a number of library settings. Her experience includes: Reference Librarian for Computer Sciences Corporation (Maryland); Branch Librarian, North Independence Branch, Mid-Continent Public Library (Missouri); and, Reference/Catalog Librarian, U. S. General Accounting Office (Washington, D.C.).

Mrs. Baily's principal responsibility as Library Division Chief will be administering the GPO Depository Library Distribution Program along with the Cataloging and Indexing Program. In this regard, she will be responsible for planning and coordinating Program projects, evaluating Program goals and objectives, as well as budgeting for expenditures on systems, equipment, and facilities. She will serve as the primary point of contact with the library community: representing GPO at Government meetings, professional associations, etc. She will also supervise the Classification and Cataloging Branch, the Depository Services Branch, and the Library Division staff.

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## PRINTING OMISSION

The first MICROFICHE USER'S GUIDE FOR CONGRESSIONAL HOUSE AND SENATE BILLS, which will be mailed shortly, for the 97th Congress, 1st Session, inadvertently omitted page numbers. Beginning with the Senate Bills and ending with the House Joint Resolutions, the consecutive page numbers (1-12) were not printed on the accompanying finding aid. Please add these numbers to your copy, and we will correct the oversight on the next cumulative issue.

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## LABOR VOLUMES NOT LOST

Volumes 241 through 247 of the DECISIONS AND ORDERS OF THE NATIONAL LABOR RELATIONS BOARD (LR 1.8: ) have not yet been issued. They are the last volumes under contract to be prepared using conventional typesetting. Volumes 248 (mailed November 13, 1980, Shipping List Number 15,165) and 249 (mailed March 17, 1981, Shipping List Number 15,744) have already been issued as a result of the changeover to a new and faster computerized system. As soon as volumes 241 through 247 become available, they will be distributed to depository libraries.

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## ENERGY QUESTIONNAIRE REMINDER

By this time, your library should have received a questionnaire designed to identify your depository's interest in Department of Energy publications (Shipping List Number 15,810 - Part 1, March 31, 1981). Included with this was an explanatory sheet, a return envelope, and a non-depository paperbound copy of ENERGY INFORMATION DATA BASE: ENERGY CATEGORIES (E 1.55/3:980). The results of the questionnaire will be used to assist in cost analysis and possible future implementation of efficient distribution of this material in microfiche. Please note that we will not use the questionnaire for selection purposes. Your response is needed by May 16, 1981.

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## DEFECTIVE CENSUS FICHE UPDATE

Some libraries have contacted us regarding the hold put on defective microfiche of the 1977 CENSUS OF RETAIL TRADE: GEOGRAPHIC AREA SERIES (mentioned in ADMINISTRATIVE NOTES, Volume 2 Number 4). They correctly pointed out that some tables appear in the microfiche which do not appear in the hardcopy. The Bureau of the Census confirms this and says three series are involved: 1977 CENSUS OF RETAIL TRADE: GEOGRAPHIC AREA SERIES: FINAL REPORT (C 3.255/2:RC 77-A (nos. 1-52); 1977 CENSUS OF WHOLESALE TRADE: GEOGRAPHIC AREA SERIES (REVISED): FINAL REPORT (C 3.256/2:WC 77-A (nos. 1-52); and 1977 CENSUS OF SERVICE INDUSTRIES: GEOGRAPHIC AREA SERIES: FINAL REPORT (C 3.257/2:SC 77-A (nos. 1-52). The Bureau is currently re-filming the microfiche. As soon as good quality fiche becomes available, we will make every effort to secure the ones with added material and make them available to those libraries which have selected them.

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## YOUR RESPONSE IS NEEDED!

Accompanying this issue of ADMINISTRATIVE NOTES is a landmark statement from the Library of Congress. It reflects the ongoing cooperation between LC and GPO as we move into the 1980's. Share this statement with your fellow librarians. After reading it carefully, please comment on it. Send the comments on to:

Mr. Joseph H. Howard  
Assistant Librarian for Processing Services  
Library of Congress  
Washington, D.C. 20540

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## SPECIAL OFFER BOUND CONGRESSIONAL RECORD

New publications vie for space with old ones at GPO. To help our situation we are making a special offer to depository libraries of bound CONGRESSIONAL RECORDS for 1973, 1974, and 1975. Although we lack some of the parts for 1973, we do have in varying quantities of all parts for 1974 and 1975. Just circle below the parts that you need, and we will send them to your depository without charge.

1973 CONGRESSIONAL RECORD (Bound) Volume 119

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16 18 23 34

1974 CONGRESSIONAL RECORD (Bound) Volume 120

Parts: 1 2 3 4 5 6 7 8 9 10 11 12  
13 14 15 16 17 18 19 20 21 22  
23 24 25 26 27 28 29 30 31 32 33

1975 CONGRESSIONAL RECORD (Bound) Volume 121

Parts: 1 2 3 4 5 6 7 8 9 10 11 12  
13 14 15 16 17 18 19 20 21 22 23  
24 25 26 27 28 29 30 31 32 33 34

If you as a depository desire to receive this special offer, return this form properly marked with your library number and address to:

U.S. Government Printing Office  
Library Division (SLIA)  
5236 Eisenhower Avenue  
Alexandria, VA 22304

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GPO Form 3451

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